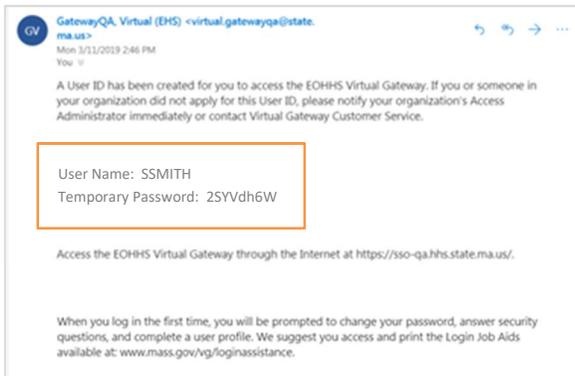


How to Log On to the Attorney Connect Portal

The Department of Children and Families (DCF) is piloting an online portal to share information with attorneys representing children and families involved with the Department. DCF will automatically create accounts for some attorneys based on information provided by the Committee for Public Counsel Services. Others will be created upon request.

Introductory Email

Once your account is created, you will receive an introductory email from the Virtual Gateway* that includes:



- Your User Name
- A Temporary Password
- A Logon Link – To log on to the Attorney Connect Portal via the Virtual Gateway.

The Virtual Gateway is a secure site that allows external partners, providers, staff, and the public to log in and access different health and human services information and online services, including the Attorney Connect Portal.

Setting Up Your User Account the First Time

Upon receiving the email, please:

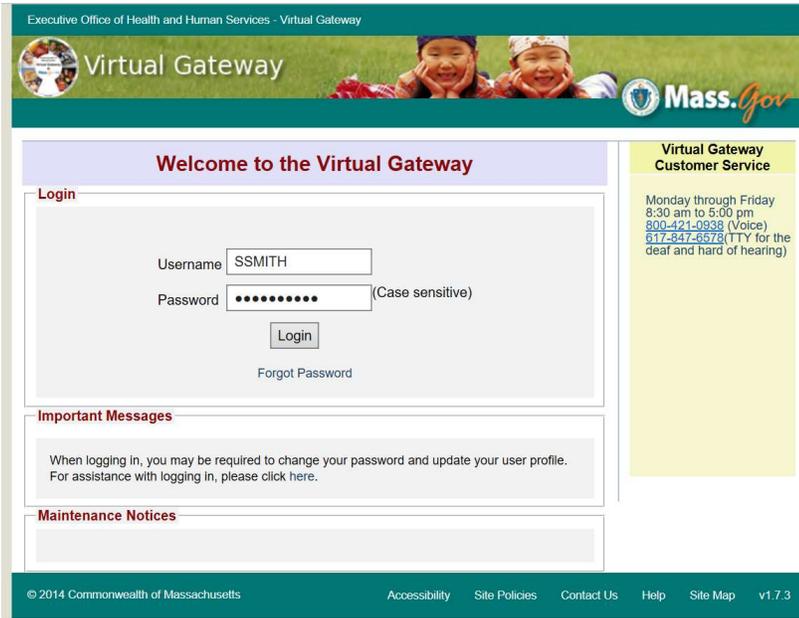
- 1 Go to the [Logon Link](#) and log in using your **User ID** and **Temporary Password**.
- 2 Read and accept the [Virtual Gateway Terms and Conditions](#).
- 3 Enter a **New Password** that meets the password requirements shown on the page.
- 4 Complete at least 5 **Secret Questions**, which you'll use if you ever forget your password.
- 5 Click **Submit**.

Your user account is now set-up and can be used to log in to the Attorney Connect Portal.

The screenshot shows the 'Virtual Gateway Terms and Conditions' section with a scrollable area and 'View Terms and Conditions', 'I ACCEPT', and 'I DO NOT ACCEPT' buttons. Below is the 'Change Password' section with three input fields: 'Existing/Temporary Password', 'New Password', and 'Confirm New Password'. A light blue box lists password requirements: 'Between 8 and 16 characters', 'At least one uppercase character(A,B,C,...)', 'At least one lowercase character(a,b,c,...)', and 'At least one number(1,2,3,...)'. It also lists what passwords cannot contain: 'The words 'test', 'password' or 'pass'', 'Your first name, your last name, or your full name', 'Your Virtual Gateway Username', and 'Your Email Address'. The 'Secret Questions' section requires at least 5 questions. The questions and their corresponding input fields are: 1. 'What is your father's middle name?', 2. 'What was the name of your first grade teacher?', 3. 'What was the make of your first car?', 4. 'What was the color of your first car?', 5. 'What was your high school mascot?', 6. 'What is the name of your elementary school?', 7. 'What was your first pet's name?'. At the bottom are 'Submit' and 'Cancel' buttons.

Logging In To the Attorney Connect Portal

After setting up your account, you'll see a page letting you know that your Virtual Gateway account has been updated. Click the 'Log in to the Virtual Gateway' link and log in with your User ID and the password you created.



Once you've logged in, click the 'DCF Partner Services' link to access the Attorney Connect Portal.



You can also log into the Attorney Connect Portal at any time by clicking the 'Log in to the Attorney Connect Portal' option on mass.gov or by clicking the following link: <https://service2.hhs.state.ma.us/dcf-partner-net>.

OFFERED BY [Massachusetts Department of Children & Families](#)

Attorney Connect Portal

Attorneys representing children and families involved with DCF can use the Attorney Connect portal to share information in support of their clients. This includes information about reviews of children placed in foster homes or group settings.



THE DETAILS